

# FY 2015 Notice

❖ Budgets are due on **Thursday, August 1, 2013**. NO EXCEPTIONS!!!

**New!**

❖ 5-Year Strategic Plans are due on **August 15, 2013**. NO EXCEPTIONS!!!

*Note: DFA only requires 2 copies of the 5-Year Strategic Plans.*

**New!**

❖ Some **new** data items for FY 2015 are: 1) indicating if you are on contract as the Budget Officer (*Setup, Agency Info.*); 2) a vehicle Pool list screen and report; 3) new descriptions of vehicles to be requested; and, 4) indicating if a new vehicle request is replacing an existing vehicle or a new addition to your vehicle inventory.

❖ If your agency received any revenue resulting from the BP Oil Spill, please identify these funds on the "Other Special Funds B. Sources" section of the ABRS Funding Details screen. Additionally, please identify any BP-related expenditures in the Narrative Section.

❖ All agencies with state support special funds are asked to identify those items on the appropriate lines in the ABRS program. The state support special funds are 1) Budget Contingency Fund, 2) Education Enhancement Fund, 3) Health Care Expendable Fund, 4) Tobacco Control Fund, 5) Hurricane Disaster Reserve Fund, and **6) Capital Expense Fund**. (**Note:** The ARRA Fund has been removed as a funding source.)

**New!**

❖ Identify each budget and strategic plan with the proper LBO number. Also, please include the LBO number on any cover sheets of larger bound budget packets. (See the LBO ABRS web site, shown below, for a list of LBO budget numbers, or contact your budget analyst.)

❖ Program Budget names **must** be spelled correctly and listed in the exact order as approved by LBO and DFA. Consult your budget analyst if necessary.

❖ If your agency has performance measures included in the appropriation bill, please include these exact measures in the Program Budget screens of the ABRS program.

❖ LBO requires **16** copies of the budget request; DFA requires **4** copies. **Make sure you select the "Final Print" option on the ABRS Print screen when printing your final version. Your budget CANNOT be accepted if it has the "Draft" watermark and heading on it.**

❖ Please do not bind your agency's submitted budget request unless it is absolutely necessary. A staple at the upper left corner is sufficient.

❖ All the files, forms and instructions related to the budget preparation process can be downloaded from the **new location** of the Legislative Budget Office web site:

[http://www.Lbo.ms.gov/index\\_files/abrs.htm](http://www.Lbo.ms.gov/index_files/abrs.htm)

**New!**